



	<b>No. 06- 04</b>
<b>Subject:</b> CALSTARS Training For Fall 2006	<b>Date Issued:</b> August 18, 2006
<b>References:</b>	<b>Expires:</b> December 31, 2006

### **PURPOSE:**

To issue the Fall 2006 CALSTARS Continuing Track and Monarch training schedule. The Fall schedule includes classes to be held from September through December 2006.

### **BACKGROUND:**

Each year, the Department of Finance (CALSTARS) provides the following types of training classes:

- ***Continuing Track Training*** for accounting staff in CALSTARS agencies who have been promoted, changed duties or are coming from a non-CALSTARS agency;
- ***Monarch Training*** for all staff of CALSTARS agencies; and,
- ***Year-end Training*** for accounting staff of all CALSTARS agencies.

### **POLICY:**

#### **Prerequisites:**

All participants must meet the prerequisites identified in the training announcements before registering for a class. One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.

#### **Agency Participant Limit:**

Agencies are limited to 4 participants in each ***Track Class*** and 2 participants in each ***Monarch Class***. For ***Track Classes***, priority should be given to accounting office staff with direct responsibility for duties related to the topic area. Participants will be registered in the order received, up to the agency participation limit. Two additional staff may be placed on a waiting list for registration in the event additional space becomes available. Requests exceeding the agency participation limit, plus 2, will be returned with a note stating requests exceed agency participation limit.

### Registration:

All participants in CALSTARS Training must register in advance by submitting a current CALSTARS Training Registration (CALSTARS 102) form. A copy of the CALSTARS 102 form (revision date of August 2006) is attached for your convenience. The form is also available on the CALSTARS' internet site at: [www.dof.ca.gov/html/calstars/forms.htm](http://www.dof.ca.gov/html/calstars/forms.htm). The form may be submitted electronically, mailed or faxed. All sections of the CALSTARS 102 form, including the participant's e-mail address, must be complete and legible. Incomplete or illegible registration forms may be returned to the participant for further clarification.

The CALSTARS Training Registrar enrolls each participant in their first available choice, and notifies the participant via e-mail. If all chosen classes are full, the participant is placed on a waiting list (except when an agency has already reached the participation limit plus two). The Training Registrar determines the participant's placement on the waiting list, and the participant is notified via e-mail. Participants on the waiting list may be contacted if there is a cancellation in one of the scheduled classes, and they are given priority registration for that Track when new classes are scheduled.

A "welcome" letter is sent via e-mail to the participant at least 7 days before the first day of class with details about the location, times and required class materials. Participants who have been notified of enrollment but do not receive a "welcome" letter prior to the scheduled class should contact the Training Registrar.

### Substitutions:

An agency may send a substitute if the registered participant is unable to attend. Substitute attendees must submit a completed CALSTARS Training Request (CALSTARS 102) form and must meet all applicable class prerequisites. Whenever possible, notify CALSTARS of any substitutions before the first day of class. The registered participant should give the "welcome" letter and/or any required training materials to the substitute prior to class.

### Cancellations/No-Shows :

The CALSTARS Training Registrar should be notified immediately if a registered participant must cancel a class. A notice of cancellation will be accepted without penalty if received more than 5 calendar days prior to the first day of class.

Late cancellations (received 5 calendar days or less before the first day of class) or no-shows for **Track Classes** for any reason other than an illness or an emergency will result in agency staff receiving lower priority for registration in future training classes.

Late cancellations and no-shows for **Monarch Classes** will be charged full tuition (\$200) unless the participant is replaced by a student on the waiting list. This charge does not entitle the registered participant to attend the class on a later date.

### Tuition:

The cost of each **Monarch Class** is \$200 per student. The course fee will be billed on a future Department of Technology Services (DTS)/CALSTARS invoice. The course fee is included in the detail portion of the invoice under the heading, Request for Adjustment. Questions pertaining to the DTS/CALSTARS Invoice should be directed to Richard Parr, CALSTARS Analyst, at (916) 445-0211, extension 2843.

There is no direct cost to agencies for **Track Classes**. Training costs for the **Track Classes** (staff costs, operating expenses and indirect costs) are financed through CALSTARS.

Agencies are responsible for any travel and per diem expenses associated with training.

Disabled Participants:

Agencies are responsible for providing and paying any costs for reasonable accommodation for their employees with disabilities. Notify CALSTARS in advance on the CALSTARS 102 form of any disabilities that may affect the registrant's participation in the class.

Training Time and Location:

- All Track classes start at 8:30 A.M. and end at 4:00 P.M. unless otherwise noted. All Monarch classes start at 8:30 A.M. and end at 4:30 P.M. Participants should arrange transportation and other commitments to meet this schedule.
- All training is conducted in the Cypress Room at the Department of Finance, 915 L Street, in Sacramento.

**ACTION REQUIRED BY AGENCIES:**

1. Review the attached listings of the classes and dates offered. Decide who needs training and which classes are appropriate. Note:  
***Monarch*** and ***Track 1 - Introduction to CALSTARS Classes*** are open to all staff.  
***Track 9 - CALSTARS Reporting Classes*** are open to fiscal and program staff who use CALSTARS reports.  
***All other Track Classes*** contain technical course material and are designed for accounting office staff working directly with CALSTARS.
2. Complete and submit an approved CALSTARS 102 form (revision date of August 2006) to CALSTARS. An approved CALSTARS 102 form is the authority for participants to be away from the workplace during training.

For assistance, please contact the Registrar listed on the attached course listings.

/s/Freda Luan-Dun

Assistant Program Budget Manager

Attachment

STATE OF CALIFORNIA  
**CALSTARS TRAINING REGISTRATION**  
CALSTARS 102 (REV 08/06)

**TO:** CALSTARS Training Registrar  
Department of Finance (IMS: A-15)  
915 - L Street, 7<sup>th</sup> Floor  
Sacramento, CA 95814  
FAX: (916) 449-5723  
E-mail: caltrng@dof.ca.gov

**REGISTRATION:** Fax, mail, or e-mail the completed form to the address listed above.

**REGISTRATION CONFIRMATION:** Participants are notified via e-mail of enrollment or placement on a waiting list when classes are full. A Welcome Letter is sent via e-mail to each participant at least 7 days prior to the scheduled training. Registrants not receiving a Welcome Letter prior to the scheduled class should contact the CALSTARS registrar.

**SUBSTITUTIONS:** Agencies may substitute staff who meet the course prerequisites. Substitute attendees must present a completed CALSTARS Training Registration Form (CALSTARS 102).

**CANCELLATIONS, NO-SHOWS:** Agencies must notify the CALSTARS Registrar of cancellations at least 5 days prior to the scheduled class. Late cancellations or no-shows for **Track Classes** for reasons other than illness or unforeseen emergencies will result in agency staff receiving lower registration priority in future training sessions. Late cancellations or no-shows for **Monarch Classes** will be charged full tuition (\$200).

**REASONABLE ACCOMODATIONS:** Agencies must provide any reasonable accomodations required for participation.

TRACK NUMBER	CLASS TITLE	YEARS OF EXPERIENCE PREPARING YEAR-END REPORTS (FOR YEAR-END TRAINING CLASSES ONLY) :	
PREREQUISITES: Does the participant meet the prerequisites for the class as stated in the training announcement? YES <input type="checkbox"/> NO <input type="checkbox"/>		Does the training directly relate to the current job assignment? YES <input type="checkbox"/> NO <input type="checkbox"/>	
		BRIEF JOB DESCRIPTION:	
TRAINING PARTICIPANT'S NAME (as it is to appear on the training certificate)		PARTICIPANT'S E-MAIL ADDRESS (REQUIRED)	
UNIT		ORGANIZATION CODE (REQUIRED)	
AGENCY		CIVIL SERVICE CLASSIFICATION TITLE	
ADDRESS		ZIP CODE	PARTICIPANT'S WORK PHONE NUMBER EXTENSION
		-	( ) -
PLEASE DESCRIBE ANY DISABILITIES WHICH MAY IMPACT THE REGISTRANT'S PARTICIPATION IN THE TRAINING CLASS AND ANY REASONABLE ACCOMODATIONS REQUIRED. ( REASONABLE ACCOMMODATIONS MUST BE PROVIDED BY THE AGENCY.)			
NAME OF TRAINING OFFICER OR SUPERVISOR AUTHORIZING ATTENDANCE		SIGNATURE OF TRAINING OFFICER OR SUPERVISOR AUTHORIZING ATTENDANCE	
UNIT		AGENCY	IMS CODE
ADDRESS		ZIP CODE	DATE TELEPHONE NUMBER EXTENSION
		-	( ) -
Do not write below this line: TO BE COMPLETED BY CALSTARS REGISTRAR			
ENROLLED CLASS DATE		PLACED ON WAITING LIST	REGISTRARS INITIALS
CANCELLED ON:		<input type="checkbox"/> DID NOT SHOW	<input type="checkbox"/> LATE CANCELLATION

## CALSTARS MONARCH TRAINING

- WHAT: This one-day session covers the use of Monarch, a data access and analysis tool that allows CALSTARS clients to view, query, and analyze their CALSTARS reports which have been downloaded from a mainframe environment to a PC.
- WHO: Open to all staff of CALSTARS agencies.
- PREREQUISITES: ***Basic knowledge of Windows 95/98/NT, mouse proficiency and completion of the Monarch lessons in the Monarch Learning guide.***
- OBJECTIVE: Upon completion, participants will know how to use Monarch to:
- Read report file data;
  - Query, filter, sort, summarize and create data extraction templates;
  - Export data for use with other PC applications using advanced Monarch techniques and utilities.
- WHEN: Section 1 - October 19, 2006  
Section 2 – November 16, 2006  
Section 3 – December 14, 2006
- REGISTRAR: Cindy Chastain  
Phone: (916) 445-0211 or CNET 485-0211, extension 2812  
E-mail: cindy.chastain@dof.ca.gov
- TUITION: The cost of each one-day session is \$200 per student.
- METHODOLOGY: Classes are hands-on with the instructor leading the participants interactively through basic and advanced operations of Monarch. Each student is asked to bring two downloaded departmental CALSTARS reports, a Q16 report file (ordered at 6-5-4-1 level), and another CALSTARS electronic report file of their choice.

## CALSTARS TRACK 1– INTRODUCTION

WHAT:	This one-day session includes a review of state accounting and budgeting concepts and an introduction to the CALSTARS accounting, data processing and reporting functions.
WHO:	All levels of accounting staff new to CALSTARS, budget, audit, management and program staff, who want to better understand the CALSTARS accounting environment, are invited to attend.
PREREQUISITES:	<b>None</b>
OBJECTIVE:	Upon completion, participants will understand basic state accounting and budgeting concepts and their application in CALSTARS.
WHEN:	Section 1 – September 13, 2006 Section 2 – September 26, 2006 Section 3 – November 2, 2006
REGISTRAR:	Angela Hilton Phone: (916) 445-0211 or CNET 485-0211, extension 2811 E-mail: angela.hilton@dof.ca.gov
METHODOLOGY:	The class discusses general concepts of state accounting and budgeting, the Uniform Codes Manual and the CALSTARS Procedures Manual. The class also introduces participants to CALSTARS Tables, CALSTARS transaction codes and reporting options.

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## CALSTARS TRACK 2 – TABLES

WHAT:	This three-day session includes a discussion of the CALSTARS tables, the relationships between the tables, how to establish CALSTARS tables, and the impact of the tables on accounting transactions.
WHO:	Accounting office staff responsible for establishing and maintaining CALSTARS tables.
PREREQUISITES:	<b><i>Completion of the Track I - Introduction Class<sup>1</sup> (Also recommended: one year of CALSTARS experience including table maintenance)</i></b>
OBJECTIVE:	Upon completion, participants will be able to identify the different CALSTARS Tables, understand their interrelationship, and be able to prepare CALSTARS table maintenance transactions.
WHEN:	Section 1 – November 28-30, 2006
REGISTRAR:	Angela Hilton Phone: (916) 445-0211 or CNET 485-0211, extension 2811 E-mail: angela.hilton@dof.ca.gov
METHODOLOGY:	The class will discuss applicable sections of the CALSTARS Procedures Manual and complete exercises to code and input entries for each of the CALSTARS tables. Participants will review their table activity reports the following day.

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<sup>1</sup> One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.

## CALSTARS TRACK 3 – ACCOUNTS PAYABLE AND DAILY SYSTEM ACTIVITY

WHAT:	<p>A three-day session covering:</p> <ul style="list-style-type: none"><li>• Transaction codes;</li><li>• Financial Input;</li><li>• Vendor Edit Table;</li><li>• Encumbrance accounting;</li><li>• Claim schedule process;</li><li>• Input/edit/update process;</li><li>• System reconciliation; and,</li><li>• Error correction.</li></ul>
WHO:	Staff responsible for Accounts Payable, error correction, and/or daily system reconciliation. Also for supervisors who review these activities.
PREREQUISITES:	<b><i>Completion of the Track I - Introduction Class<sup>1</sup> (Also recommended: Accounting 1A, three months of CALSTARS experience and some experience with financial input.)</i></b>
OBJECTIVE:	Upon completion, participants will understand how to select transaction codes, record activity related to all phases of Accounts Payable, perform daily system reconciliations, and make error corrections.
WHEN:	<p>Section 1 – September 19-21, 2006 Section 2 – October 24-26, 2006</p>
REGISTRAR:	<p>Angela Hilton Phone: (916) 445-0211 or CNET 485-0211, extension 2811 E-mail: angela.hilton@dof.ca.gov</p>
METHODOLOGY:	This practical class consists mostly of hands-on training. The class will discuss applicable sections of the CALSTARS Procedures Manual and will practice coding various accounting transactions on CALSTARS forms. Each participant will then input his or her transactions in CALSTARS. Participants will review the resulting reports from the CALSTARS nightly batch process, reconcile the daily activity, and make appropriate error corrections.

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<sup>1</sup> One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.

## **CALSTARS TRACK 4 - LABOR DISTRIBUTION SUBSYSTEM TRAINING**

WHAT:	A one and one-half day session describing each CALSTARS Labor Table (including tables for timesheets and adjusted timesheets), the accounting transactions generated by the Labor Distribution Subsystem, and the resulting reports.
WHO:	Accounting office staff responsible for the Labor Distribution tables. Also for accounting staff whose agencies are considering changing their labor distribution method or are contemplating implementation of a timesheet reporting process.
PREREQUISITES:	<b><i>Completion of Track I -Introduction Class <sup>1</sup> (Also recommended: six months of CALSTARS experience.)</i></b>
OBJECTIVE:	Upon completion, participants will be able to establish records for each Labor Distribution Table, identify the steps involved in Labor Distribution, and understand the use of timesheets in the Labor Distribution Process.
WHEN:	Will be scheduled in Winter 2007
REGISTRAR:	Angela Hilton Phone: (916) 445-0211 or CNET 485-0211, extension 2811 E-mail: angela.hilton@dof.ca.gov
METHODOLOGY:	The class will discuss applicable sections of the CALSTARS Procedures Manual, code and input entries for each Labor Distribution Table, review table activity reports and output from both a regular and adjustment Labor Distribution process.

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## **CALSTARS TRACK 5 - SCO RECONCILIATION/MONTH-END CLOSE**

WHAT:	A two-day session covering month-end closing and reconciliation of SCO account balances with CALSTARS.
WHO:	Accounting office staff that prepare monthly reconciliations, complete the monthly close process, and submit PFA transfer requests. Also for supervisors who review these activities.
PREREQUISITES:	<b><i>Completion of Track I - Introduction Class <sup>1</sup> and Accounting 1A (Also recommended six months of CALSTARS experience.)</i></b>
OBJECTIVE:	Upon completion, participants will be able to: <ul style="list-style-type: none"><li>• Identify steps to close a fiscal month;</li><li>• Prepare a month-end PFA transfer request;</li><li>• Reconcile SCO appropriation accounts; and</li><li>• Reconcile Federal Trust Fund 44 accounts.</li></ul>
WHEN:	Section 1 – October 4-5, 2006
REGISTRAR:	Angela Hilton Phone: (916) 445-0211 or CNET 485-0211, extension 2811 E-mail: angela.hilton@dof.ca.gov
METHODOLOGY:	The class will discuss the fiscal month end closing processes and complete practical exercises for PFA transfer requests, and SCO reconciliations for appropriation accounts including a Clearing Account, and Federal Trust Fund 44 accounts.

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<sup>1</sup> One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.



## **CALSTARS TRACK 6 - OFFICE REVOLVING FUND AND CHECKWRITER SUBSYSTEM**

WHAT:	A two-day session covering the CALSTARS Office Revolving Fund (ORF) and the Checkwriter Subsystem.
WHO:	Accounting office staff that enter transactions in ORF (Fund 0998), use the Automated Checkwriter, or prepare the monthly Bank Reconciliation. Also for supervisors who review these activities.
PREREQUISITES:	<b><i>Completion of the Track I - Introduction Class <sup>1</sup> (Also recommended: Accounting 1A and three months of CALSTARS experience)</i></b>
OBJECTIVE:	Upon completion, participants will be able to: <ul style="list-style-type: none"><li>• Enter accounting transactions for manual ORF checks;</li><li>• Identify CALSTARS reports used to reconcile ORF;</li><li>• Enter transactions to generate Automated Checks; and</li><li>• Prepare a monthly Bank Reconciliation using the CALSTARS Check Reconciliation Menu.</li></ul>
WHEN:	Section 1 – October 11-12, 2006 Section 2 – November 7-8, 2006
REGISTRAR:	Cindy Chastain Phone: (916) 445-0211 or CNET 485-0211, extension 2812 E-mail: cindy.chastain@dof.ca.gov
METHODOLOGY:	The class will discuss applicable sections of the CALSTARS Procedures Manual and do practical exercises.

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## **CALSTARS TRACK 7 - CASH RECEIPTS AND ACCOUNTS RECEIVABLE**

WHAT:	A one-day session on accounting for cash receipts, cash remittances and accounts receivable.
WHO:	Accounting office staff that record accounting events in CALSTARS for cash receipts, remittances or accounts receivables. Also for supervisors who review these activities and staff who reconcile these activities to SCO.
PREREQUISITES:	<b><i>Completion of the Track I - Introduction Class <sup>1</sup> (Also recommended: Accounting 1A and three months of CALSTARS experience.)</i></b>
OBJECTIVE:	Upon completion, participants will have an understanding of how to record activity in CALSTARS for cash receipts, remittances and accounts receivables.
WHEN:	Section 1 – October 17, 2006 Section 2 – December 7, 2006
REGISTRAR:	Cindy Chastain Phone: (916) 445-0211 or CNET 485-0211, extension 2812 E-mail: cindy.chastain@dof.ca.gov
METHODOLOGY:	The class will discuss applicable sections of the CALSTARS Procedures Manual and do practical exercises.

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<sup>1</sup> One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.

## CALSTARS TRACK 8 - OPERATING TRANSFERS, BONDS AND INTERFUND LOANS

WHAT:	A one-day session on accounting for operating transfers, bond funds and interfund loans in CALSTARS. Emphasis is on the accounting events, the structure of the CALSTARS tables, and how to read the various reports. <b>Note:</b> This class does not cover loans to private entities, individuals or other governmental agencies.
WHO:	Accounting office staff that record accounting events in CALSTARS for operating transfers, bond or interfund loans. Other accounting office staff may participate if they have a need to know how these events are accounted for in CALSTARS.
PREREQUISITES:	<b>Completion of the Track I - Introduction Class <sup>1</sup> (Also recommended: Accounting 1A and six months of CALSTARS experience.)</b>
OBJECTIVE:	Upon completion, participants will have an understanding of how to record activity in CALSTARS for operating transfers, bond funds and inter-fund loans.
WHEN:	Section 1 – December 5, 2006
REGISTRAR:	Cindy Chastain Phone: (916) 445-0211 or CNET 485-0211, extension 2812 E-mail: cindy.chastain@dof.ca.gov
METHODOLOGY:	The class will discuss the CALSTARS Procedures Manual sections on operating transfers, bond funds and interfund loans. Participants will do practical exercises in each subject area.

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## CALSTARS TRACK 9 – CALSTARS REPORTING

WHAT:	A one-day session covering CALSTARS Reporting.
WHO:	Fiscal and program staff that use CALSTARS reports.
PREREQUISITES:	<b>None.</b>
OBJECTIVE:	Upon completion, participants will be able to: <ul style="list-style-type: none"><li>• Recognize the uses for the various CALSTARS reports.</li><li>• Read and interpret standard CALSTARS reports.</li><li>• Select and order reports at the appropriate level of detail and output media.</li></ul>
WHEN:	Section 1 – September 27, 2006 Section 2 – October 19, 2006 Section 1 – November 16, 2006
REGISTRAR:	Cindy Chastain Phone: (916) 445-0211 or CNET 485-0211, extension 2812 E-mail: cindy.chastain@dof.ca.gov
METHODOLOGY:	The class will use CALSTARS Procedures Manual, Volume 6, and do practical exercises to learn about and discuss CALSTARS reporting.

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<sup>1</sup> One year of experience working with CALSTARS is equivalent to completing the Track I - Introduction to CALSTARS Class.